

**FINANCE COMMITTEE
MINUTES
Tuesday, September 12, 2017
City Hall, Room 207**

MEMBERS PRESENT: Chairperson Ald. Joe Moore, Vice Chairperson Ald. Mark Steuer, Ald. Tom Sladek.

Excused: Ald. Tom De Wane

OTHERS PRESENT: Finance Director Diana Ellenbecker, Assistant Finance Director Pam Manley, Purchasing Manager Rick Jensen, Ald. Dave Nennig, Chief of Staff Celestine Jeffreys, Atty. Vanessa Chavez, Chief Litton, Chief Smith and other interested parties.

1. Roll Call.
2. Approval of the Agenda.

Motion to approve agenda as presented made by Ald. Sladek and seconded by Ald. Steuer.

3. Approval of the minutes of the Finance Committee meeting August 8, 2017.

Motion to approve minutes as presented made by Ald. Sladek and seconded by Ald. Steuer. There were no objections and motion carried.

4. Report of the Purchasing Manager:

- a. Consideration with possible action on a request for approval to purchase 45 Squad Car Camera Systems from TTK Electronics for \$252,278.

Purchasing Manager Jensen spoke on this item. Current squad car cameras are 5-6 years old. A request for qualifications was sent through a national bid network. Eight bids were received; four met the qualifications that were predetermined. Recommendation is to award to the lowest responsive, responsible vendor.

Motion made by Ald. Sladek and seconded by Ald. Steuer to approve purchase of 45 Squad Car Camera Systems from TTK Electronics for \$252,278.

- b. Consideration with possible action on a request for approval to purchase 11 Rear Seat Transport Systems from General Tire Equipment for \$10,615.

Purchasing Manager Jensen spoke on this item. A bid request was issued and five responses were received. Recommendation is to award to the lowest responsive,

responsible vendor.

A motion by Ald. Sladek and seconded by Ald. Steuer to approve purchase of 11 Rear Seat Transport Systems from General Tire Equipment for \$10,615.

Ald. Moore asked if these items were part of a retro-fitting package where there was a total dollar amount for retro-fitting vehicles. Purchasing Manager Jenson stated there is money in the 2017 budget for retro-fitting but felt money could be saved by bidding these items out individually.

- c. Consideration with possible action on a request for approval to purchase 11 Lightbar & Siren Systems from Soundoff Signal for \$37,366.

Purchasing Manager Jenson spoke on this item. A bid request was issued and two responses were received. Recommendation is to award to the lowest responsive, responsible vendor.

Motion made by Ald Sladek and seconded by Ald. Steuer to approve purchase of 11 Lightbar & Siren Systems from Soundoff Signal for \$37,366.

- d. Consideration with possible action on a request for approval to purchase Fire Safety Extrication Equipment from Holmatro for \$63,479.

Purchasing Manager Jenson spoke on this item. This process, which was similar to a request for qualifications, was conducted by department staff. They determined that there were 5 different vendors that manufacture this equipment. All vendors were brought in for demonstrations and interviews. A memo was written by Chief Litton with the results of the process. The Department's recommendation is to award to vendor that best meet the needs of the Fire Department.

Motion made by Ald Sladek and seconded by Ald. Steuer to approve purchase of Fire Safety Extrication Equipment from Holmatro for \$63,479.

- 5. Request by Ald. Moore to pursue debts owed to the City through performance and personal guarantees in the Hotel Northland Development Agreement, in which the City was acting as a junior lender, and is entitled.

Ald. Moore stated his intent is to pursue this whether it be now or after the receivership process takes place.

Atty Chavez stated they looked back on the development agreement which pertains to personal guarantees to determine what is being guaranteed. Under the Hotel Northland agreement the TIF assistance is what is being guaranteed.

Ald. Moore asked for the amount of the debt. Finance Director Ellenbecker stated for the last two years the amount is about \$233,000 of outstanding bills for debt services.

Ald Steuer stated he would like to know what the City's responsibility is of the building as far as the maintenance and bills go.

Atty Chavez stated right now the City does not have any responsibility. We are waiting for the receivership to be put into place. The responsibility is still with the property owner. The City is just a lender and not the property owner.

Motion made by Ald. Moore and seconded by Ald. Steuer to continue to move forward with the review and take action to pursue these debts.

6. Report by the Finance Director.

Finance Director Ellenbecker stated she did not have anything to report to the committee.

Motion made by Ald. Sladek and seconded by Ald. Steuer to receive and place on file the report by the Finance Director. There were no objections and motion carried.

Motion made by Ald. Steuer and seconded by Ald. Sladek to adjourn the meeting.
Meeting adjourned at 6:40 p.m.

2017 Contingency Fund
\$79,568.75